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Office of the Chief Financial Officer

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Sponsored Projects Office

April 28, 2004

Mr. Randy Gon
Contracting Officer
DOE Berkeley Site Office
Mail Stop 90R1023
1 Cyclotron Road
Berkeley, California 94720

Dear Mr. Gon:

SPO is updating its Policy and Procedure Manual to incorporate policy and procedural changes since the last formal update in 2000.

One document that requires updating is our DOE delegation to sign standard non-federal Work for Others agreements, CRADAs and User Agreements.

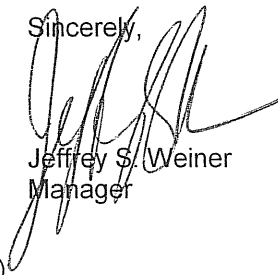
Over the past few years, we have dealt with a number of DOE Contracting Officers and received numerous approvals to changes to our agreements. Some are formal while others were just e-mails.

I believe it would be an appropriate time to freeze all our existing agreements and have you re-approve their use and our delegation.

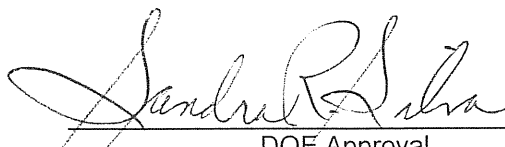
Attached to this letter are samples of WFO Exhibit A-E, two types of CRADAs and both Proprietary and Non-Proprietary User Agreements.

Please acknowledge that these agreements are approved for use and LBNL can execute these standard agreements without further DOE approval. As always, we will get DOE approval for the WFO proposal and CRADA JWS prior to execution of these agreements.

Sincerely,


Jeffrey S. Weiner
Manager

Attachments: WFO Exhibits A-D (1/04 versions)
WFO Exhibit E (11/99 version)
Modular CRADA (8/02 version)
USIC CRADA (5/98 version)
Proprietary User Agreement (11/03 version)
Non-Proprietary User Agreement (11/03 version)


DOE Approval